

27 March 1975

MEMORANDUM FOR: Chairman, Security Committee, USIB
SUBJECT : "Sanitization" Paper Relating to Select Committee Matters

1. Reference is our conversations concerning your development of guidance for sanitization, where necessary, of papers which are to be submitted from the Intelligence Community to the Senate and House Select Committees.
2. What is needed is not a paper which would tell intelligence officers how to sanitize papers--that is something which will depend upon the particular papers themselves.
3. What is required, though, is a listing of matters which any officer involved with possible sanitization of a paper should have available as guidelines. This, in effect, would be a "check list" which anyone reviewing or preparing a paper which may require sanitization should have in mind. Some of the factors to be included on such a check list are:
 - a. All mention of or reference to proprietary information relating to contractors must be deleted.
 - b. Reference to specific "Third party" relationships, particularly any identification of countries or foreign intelligence services should be deleted.
 - c. Care must be given to specific determination as to whether "idents" should be used in place of the actual names of personnel.
4. I expect that the check list may have more than a dozen types of items which require attention as part of the sanitization process.

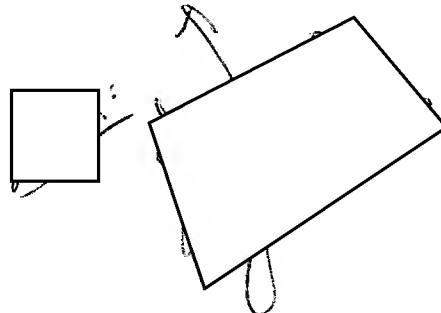
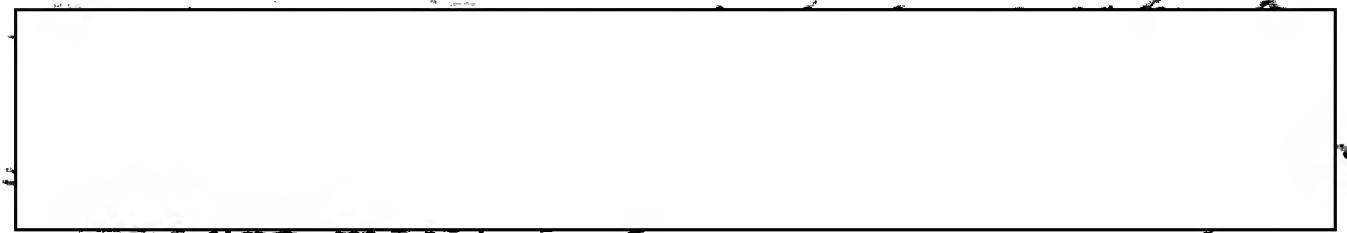
5. It is intended that the list you prepare will be provided to all elements of the Intelligence Community as guidance for use in reviewing materials to be provided to the Select Committees.



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Associate Deputy to the DCI
for the Intelligence Community

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TRANSMITTAL SLIP		DATE
TO: Chairman, Security Cmte., USIB		
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REMARKS:		
FROM: AD/DCI/IC		
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FORM NO. 241
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REPLACES FORM 36-8
WHICH MAY BE USED.

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